

## AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

1. Enter the Fiscal Year that this report covers.		1. 2016
2. Identify the Department, Independent agency, or Establishment that is covered by this report.		2. Joint Staff
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.		3. (b)(6) Director, Joint Staff Security; (b)(6)
4. Point-of-contact responsible for answering questions about this report:		
4a. Name:	4a. (b)(6)	
4b. Title:	4b. Division chief, Information Security	
4c. Email address:	4c. (b)(6)	
4d. Phone number:	4d. (b)(6)	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.		
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.		
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.		
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with <u>declassification instructions of 10 years or less</u> .		
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with <u>declassification instructions ranging from over 10 years to 25 years</u> .		
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)		
12. Enter the number of original SECRET classification decisions made during the reporting period with <u>declassification instructions of 10 years or less</u> .		
13. Enter the number of original SECRET classification decisions made during the reporting period with <u>declassification instructions ranging from over 10 years to 25 years</u> .		
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)		
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with <u>declassification instructions of 10 years or less</u> .		
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with <u>declassification instructions ranging from over 10 years to 25 years</u> .		
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)		
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)		

## Joint Staff

<b>Derivative Classification Decisions</b>	
This block contains the number of derivative classification decisions made during the reporting period. This includes decisions made in response to requests and those made independently. This block also includes the number of classification decisions made in the course of performing your agency's functions.	
19. Enter the number of derivative <b>TOP SECRET</b> classification decisions made during the reporting period.	19. 218,727
20. Enter the number of derivative <b>SECRET</b> classification decisions made during the reporting period.	20. 470,813
21. Enter the number of derivative <b>CONFIDENTIAL</b> classification decisions made during the reporting period.	21. 8,918
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22. 698,458
<b>REQUESTS</b>	
This block contains the number of requests received and closed during the reporting period. This includes requests received from your agency and from other agencies. This block also includes the number of requests that have been unresolved for over one year.	
23. Enter the number of <b>REQUESTS</b> received during the reporting period.	23. 1,268
24. Enter the number of <b>REQUESTS</b> closed during the reporting period.	24. 616
25. Of the <b>REQUESTS</b> entered into block 24, enter the number of pages that were:	25.
a. Declassified in full.	25a. 8,124
b. Declassified in part.	25b. 1,790
c. Denied declassification.	25c. 2,461
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d. 12,375
26. Enter the number of <b>REQUESTS</b> that have been unresolved for over one year.	26. 93
27. Enter the <b>AVERAGE NUMBER OF DAYS</b> to resolve each request.	27. 242
28. Enter the number of <b>REFERRED REQUESTS</b> received during the reporting period. (Number of requests referred to your agency from another agency)	28. 1,268
<b>APPEALS</b>	
This block contains the number of appeals received and closed during the reporting period. This includes appeals received from your agency and from other agencies. This block also includes the number of appeals that have been unresolved for over one year.	
29. Enter the number of <b>APPEALS</b> received during the reporting period.	29. 56
30. Enter the number of <b>APPEALS</b> closed during the reporting period.	30. 41
31. Of the <b>APPEALS</b> entered into block 30, enter the number of pages that were:	31.
a. Declassified in full.	31a. 1,336
b. Declassified in part.	31b. 481
c. Denied declassification.	31c. 836
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d. 2,653
32. Enter the number of <b>APPEALS</b> that have been unresolved for over one year.	32. 0
33. Enter the <b>AVERAGE NUMBER OF DAYS</b> to resolve each appeal.	33. 87
34. Enter the number of <b>REFERRED APPEALS</b> received during the reporting period. (Number of appeals referred to your agency from another agency)	34. 56

## Joint Staff

35. Enter the number of pages REVIEWED that were subject to automatic declassification under section 3.3 of E.O. 13526.	35.	159,133
36. Enter the number of pages DECLASSIFIED under automatic declassification.	36.	55,415
37. Enter the number of pages REVIEWED that were subject to systematic declassification under section 3.4 of E.O. 13526.	37.	0
38. Enter the number of pages DECLASSIFIED under systematic declassification.	38.	0
39. Enter the number of pages REVIEWED that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39.	0
40. Enter the number of pages DECLASSIFIED under discretionary declassification.	40.	0
<b>CHALLENGES</b>		
41. Enter the number of CHALLENGES processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.B)	41.	0
42. Enter the number of CHALLENGES where the classification status was fully affirmed.	42.	0
43. Enter the number of CHALLENGES where the classification status was overturned in whole or in part.	43.	0
<b>ORCON</b>		
Organization's classified disseminated analytic product (as defined in ICD 206 <i>Sourcing Requirements for Disseminated Analytic Products</i> ) originally marked ORCON.		
44. Enter PERCENTAGE of your organization's classified disseminated analytic products originally marked ORCON.	44.	0.00%
45. Enter TOTAL NUMBER of your organization's classified disseminated analytic products originally marked ORCON.	45.	0
46. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in full.	46.	0
47. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in part. Provide explanation for partial denial in part J below.	47.	0
48. Enter the number of ORCON expanded dissemination requests DENIED. Provide explanation for denial in part J below.	48.	0
Organization's classified disseminated analytic product (as defined in ICD 206 <i>Sourcing Requirements for Disseminated Analytic Products</i> ) originally marked ORCON-USGOV.		
49. Enter PERCENTAGE of your organization's analytic products originally marked ORCON-USGOV.	49.	0.00%
50. Enter TOTAL NUMBER of your organization's analytic products originally marked ORCON-USGOV.	50.	0
51. Provide TOTAL NUMBER of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	0
52. Has your organization been NEGATIVELY IMPACTED by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	N/A

Joint Staff

*Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.*



**THE JOINT STAFF  
WASHINGTON, DC**

Reply ZIP Code:  
20318-9300

JSSO 2016-010  
03 February 2016

**MEMORANDUM FOR THE DIRECTOR, INFORMATION SECURITY OVERSIGHT  
OFFICE**

Attention: Ms. Ushman, Senior Program Analyst

Subject: Joint Staff FY 2015 Security Classification Management Program Data

1. As requested.<sup>1</sup> the Joint Staff (JS) submits our SF 311 report of the total number of classifications decisions made during FY15.

2. The Joint Staff point of contact is the undersigned. (b)(6)  
(b)(6)

(b)(6)

Director, Security Office  
Joint Staff

Reference:

<sup>1</sup> OUSD Memo, 25 September 2015. Standard Form 311, "Report on Agency Security Classification Management Program Data for Fiscal Year 2015"

Copy to: USD(I)

## AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

<b>PART A: Identifying Information</b>		
1. Enter the Fiscal Year that this report covers.	2.	1. 2015
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	(b)(6)	Joint Staff
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	20160203	
4. Enter the name, title, phone, fax, and email address for the point-of-contact responsible for answering questions about this report.	4. (b)(6) Derivative Chief, Information Security	(b)(6)
<b>PART B: Officials with Original Classification Authority</b>		
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.	21
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6.	27
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	48
<b>PART C: Original Classification Decisions</b>		
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.	1,144
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11.	1,144
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.	3,400
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.	1
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.	3,401
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	4,545
<b>PART D: Derivative Classification Decisions</b>		
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)		
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.	217,245
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.	456,656
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.	5,109
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	679,010

**PART E: Mandatory Declassification Review Requests and Appeals**

A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request.  
Report only requests for your agency in which your agency is responsible for the final decision.

23. Enter the number of requests received during the reporting period.	23.	744
24. Enter the number of requests closed during the reporting period.	24.	349
25. Enter the number of requests that have been unresolved for over one year.	25.	10
26. Enter the average number of days to resolve each request.	26.	139
27. Enter the number of appeals received during the reporting period.	27.	32
28. Enter the number of appeals closed during the reporting period.	28.	19
29. Enter the number of appeals that have been unresolved for over one year.	29.	1
30. Enter the average number of days to resolve each appeal.	30.	110

  

31. Enter the number of referred requests received during the reporting period.	31.	0
32. Enter the number of referred appeals received during the reporting period.	32.	0

**PART F: Mandatory Declassification Review Decisions in Pages**

33. Enter the number of requested pages that were declassified in full.	33.	2,283
34. Enter the number of requested pages that were declassified in part.	34.	829
35. Enter the number of requested pages that were denied declassification.	35.	530
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36.	3,644
37. Enter the number of appealed pages that were declassified in full.	37.	652
38. Enter the number of appealed pages that were declassified in part.	38.	389
39. Enter the number of appealed pages that were denied declassification.	39.	32
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40.	1,073

**PART G: Automatic, Systematic, and Discretionary Declassification Reviews**

41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41.	161,490
42. Enter the number of pages declassified under automatic declassification.	42.	58,038
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43.	0
44. Enter the number of pages declassified under systematic declassification.	44.	0
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.	0
46. Enter the number of pages declassified under discretionary declassification.	46.	0

**PART H: Internal Agency Oversight**

47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.	2
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.6)	48.	1
49. Enter the number of challenges where the classification status was fully affirmed.	49.	1
50. Enter the number of challenges where the classification status was overturned in whole or in part.	50.	0
51. Enter the number of security classification guides created by your agency and currently in use.	51.	0

**PART I: Explanatory Comments**

*Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.*

Sections 19 - 21 represent an increase of classified decisions based on increased operation tempo and a broader collection across multiple JS workspaces including Share-point, Joint Staff Action Processing (JSAP) system and exchange email enterprise.

***For ISOO Use Only***

ISOO Analyst Name: \_\_\_\_\_

Date of QC: \_\_\_\_\_

Analyst Initials: \_\_\_\_\_

## AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

<b>PART A: Identifying Information</b>	
1. Enter the Fiscal Year that this report covers.	1. 2017
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. OTHER: The Joint Staff
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	(b)(6)
4. Point-of-contact responsible for answering questions about this report:	
4a. Name:	4a (b)(6)
4b. Title:	4b-INFOSEC Specialist
4c. Email address:	4c (b)(6)
4d. Phone number:	4d (b)(6)
<b>PART B: Officials with Original Classification Authority</b>	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5. 19
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6. 29
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7. 0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8. 48
<b>PART C: Original Classification Decisions</b>	
<p>Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)</p>	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9. 729
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10. 418
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11. 1,147
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12. 2,462
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13. 1,061
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14. 3,523
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15. 40
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16. 16
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17. 56
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 4,726

OTHER: The Joint Staff

<b>PART D: Derivative Classification Decisions</b>	
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)	
19. Enter the number of derivative <b>TOP SECRET</b> classification decisions made during the reporting period.	19. 1,611
20. Enter the number of derivative <b>SECRET</b> classification decisions made during the reporting period.	20. 72,314
21. Enter the number of derivative <b>CONFIDENTIAL</b> classification decisions made during the reporting period.	21. 328
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22. 74,253
<b>PART E: Mandatory Declassification Review Requests</b>	
A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.	
23. Enter the number of <b>REQUESTS</b> received during the reporting period.	23. 692
24. Enter the number of <b>REQUESTS</b> closed during the reporting period.	24. 831
25. Of the <b>REQUESTS</b> entered into block 24, enter the number of pages that were:	25.
a. Declassified in full.	25a. 18,501
b. Declassified in part.	25b. 2,995
c. Denied declassification.	25c. 3,177
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d. 24,673
26. Enter the number of <b>REQUESTS</b> that have been unresolved for over one year.	26. 24,673
27. Enter the <b>AVERAGE NUMBER OF DAYS</b> to resolve each request.	27. 0
28. Enter the number of <b>REFERRED REQUESTS</b> received during the reporting period. (Number of requests referred to your agency from another agency)	28. 235
<b>PART F: Mandatory Declassification Review Appeals</b>	
An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only appeals for your agency in which your agency is responsible for the final decision.	
29. Enter the number of <b>APPEALS</b> received during the reporting period.	29. 95
30. Enter the number of <b>APPEALS</b> closed during the reporting period.	30. 77
31. Of the <b>APPEALS</b> entered into block 30, enter the number of pages that were:	31.
a. Declassified in full.	31a. 2,249
b. Declassified in part.	31b. 783
c. Denied declassification.	31c. 724
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d. 3,756
32. Enter the number of <b>APPEALS</b> that have been unresolved for over one year.	32. 0
33. Enter the <b>AVERAGE NUMBER OF DAYS</b> to resolve each appeal.	33. 235
34. Enter the number of <b>REFERRED APPEALS</b> received during the reporting period. (Number of appeals referred to your agency from another agency)	34. 0

OTHER: The Joint Staff

<b>PART C: Automatic, Systematic, and Discretionary Declassification Reviews</b>		
35. Enter the number of pages <b>REVIEWED</b> that were subject to automatic declassification under section 3.3 of E.O. 13526.	35.	381,981
36. Enter the number of pages <b>DECLASSIFIED</b> under automatic declassification.	36.	138,345
37. Enter the number of pages <b>REVIEWED</b> that were subject to systematic declassification under section 3.4 of E.O. 13526.	37.	0
38. Enter the number of pages <b>DECLASSIFIED</b> under systematic declassification.	38.	0
39. Enter the number of pages <b>REVIEWED</b> that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39.	0
40. Enter the number of pages <b>DECLASSIFIED</b> under discretionary declassification.	40.	0
<b>PART D: Internal Agency Oversight</b>		
41. Enter the number of <b>CHALLENGES</b> processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.B)	41.	0
42. Enter the number of <b>CHALLENGES</b> where the classification status was fully affirmed.	42.	0
43. Enter the number of <b>CHALLENGES</b> where the classification status was overturned in whole or in part.	43.	0
<b>PART E: Intelligence Community (IC) Information</b>		
<p>This section applies only to IC agencies and IC components of other agencies who originally apply the ORCON and ORCON-USGOV classification control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.</p> <p>Organization's classified disseminated analytic product (as defined in ICD 206 <i>Sourcing Requirements for Disseminated Analytic Product</i>) originally marked ORCON.</p>		
44. Enter <b>PERCENTAGE</b> of your organization's classified disseminated analytic products originally marked ORCON.	44.	0.00%
45. Enter <b>TOTAL NUMBER</b> of your organization's classified disseminated analytic products originally marked ORCON.	45.	0
46. Enter the <b>NUMBER OF REQUESTS</b> approved for expanded dissemination of ORCON in full.	46.	0
47. Enter the <b>NUMBER OF REQUESTS</b> approved for expanded dissemination of ORCON in part. Provide explanation for partial denial in part J below.	47.	0
48. Enter the number of ORCON expanded dissemination requests <b>DENIED</b> . Provide explanation for denial in part J below.	48.	0
<p>Organization's classified disseminated analytic product (as defined in ICD 206 <i>Sourcing Requirements for Disseminated Analytic Product</i>) originally marked ORCON-USGOV.</p>		
49. Enter <b>PERCENTAGE</b> of your organization's analytic products originally marked ORCON-USGOV.	49.	0.00%
50. Enter <b>TOTAL NUMBER</b> of your organization's analytic products originally marked ORCON-USGOV.	50.	0
51. Provide <b>TOTAL NUMBER</b> of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in Part J below.	51.	0
52. Has your organization been <b>NEGATIVELY IMPACTED</b> by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52.	N/A

OTHER: The Joint Staff

**PART I: Explanatory Comments**

*Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.*

THE JOINT STAFF  
WASHINGTON, DC



Reply ZIP Code:  
20318-9300

JSSO-2017-0412  
29 November 2017

MEMORANDUM FOR THE DIRECTOR, INFORMATION SECURITY OVERSIGHT  
OFFICE

SUBJECT: STANDARD FORM (SF) 311, AGENCY SECURITY CLASSIFICATION  
MANAGEMENT PROGRAM DATA FOR JOINT STAFF AND  
COMBATANT COMMANDS

1. As required by the Information Security Oversight Office, and in accordance with Executive Order 13526, "Classified National Security Information" the Joint Staff and all Unified Combatant Commands (COCOMs) are required to report statistics related to their security classification programs for each fiscal year. To satisfy the tasking requirements for the FY17 Report<sup>1</sup>, the Joint Staff tasked all Joint Staff Directorate security representatives to conduct a two-week sampling of all classified document creation and report the finding for inclusion into this year's report.
2. In addition, the Joint Staff tasked the COCOMs to provide their individual SF 311 reports for inclusion with the overall combined Joint Staff submission.
3. In accordance with ISOO guidelines<sup>2</sup>, the Joint Staff and Unified Combatant Command responses are enclosed.

4. The Joint Staff point of contact is the undersigned  
[redacted]  
[redacted]

[redacted]

Director,  
Joint Staff Security Office

Enclosures a/s

Reference:

<sup>1</sup>Standard Form (SF) 311, Agency Security Classification Management Program Data

<sup>2</sup>ISOO Guidelines for FY 2017 SF 311 Data Collection



Ellen Knight &lt;ellen.knight@nara.gov&gt;

**RE: (U) [Non-DoD Source] SF 311 Report Question**

1 message

(b)(6) CTR JS DOM (US) (b)(6) Thu, Mar 1, 2018 at 9:37 AM  
To: Ellen Knight <ellen.knight@nara.gov>  
Cc: (b)(6) CIV JS DOM (US) (b)(6), "Tringali, Robert" <robert.tringali@nara.gov>, (b)(6) Lt Col USAF JS DOM (US) (b)(6)

CLASSIFICATION: UNCLASSIFIED

Good Morning Ellen,

As discussed on the phone, with regards to the FY2017 submission of the SF-311 report from the Joint Staff, the source data I received from the Joint Staff declassification branch does in fact reflect that line 26 of Part E should be a 0 (zero). That was an error on my part in transposing the data.

I hope this clears up the issue, but if there are any further questions, please feel free to reach out. Thank you and have a great day.

V/r,

(b)(6)

JSSO INFOSEC Division

N (b)(6)  
S: (b)(6)

CLASSIFICATION: UNCLASSIFIED

**From:** Ellen Knight [mailto:[ellen.knight@nara.gov](mailto:ellen.knight@nara.gov)]  
**Sent:** Wednesday, February 28, 2018 3:06 PM  
**To:** (b)(6) CTR JS DOM (US) (b)(6)  
**Cc:** Tringali, Robert <[robert.tringali@nara.gov](mailto:robert.tringali@nara.gov)>  
**Subject:** [Non-DoD Source] SF 311 Report Question

All active links contained in this email were disabled. Please verify the identity of the sender, and confirm the authenticity of all links contained within the message prior to copying and pasting the address to a Web browser.

Hello (b)(6)

3/1/2018

National Archives & Records Administration Mail - RE: (U) [Non-DoD Source] SF 311 Report Question

I am currently drafting ISOO Annual Report to the President and am going over agency and department SF311 submissions. I have a question about the SF 311 for JCS. I think answer to question 26 is a typo (a repeat of the answer from question 25).

I am at my desk until about 3:30 p.m. today and also will be available tomorrow. Feel free to also send me an email with a time when we could talk that is convenient for your schedule.

CC-ing Robert for his awareness.

Thank you,

Ellen

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*Telework schedule: Mondays, Fridays: 7:00 am - 3:30 pm*

[REDACTED]

